

CITY OF LAKE STATION  
PLAN COMMISSION

APPLICATION FOR SITE PLAN APPROVAL

A. DIRECTIONS:

1. Complete application in full and submit with required documents. File with Plan Commission Secretary (Clerk-Treasurer's Office) a minimum of ten (14) days prior to Plan Commission Meeting, if Plan Commission review is required. No partial or incomplete applications will be accepted. In order to reduce review time, it is suggested that the applicant discuss the proposed project with the City Engineer.
2. Legal owner(s) of the real property (if different than applicant) must also sign application and be present in person or by power of attorney at required public meetings. Certified copy of the last deed of record for subject property must be attached.
3. Applicant must provide all information, charts, diagrams, and/or other exhibits required by the Ordinance(s) and/or requested by the Plan Commission or Building Commissioner.
4. The Plan Commission, in it's discretion, may continue an agenda item to a subsequent meeting in order for the applicant to provide additional information and comply with the Ordinance(s).
5. Plan Commission meetings are held in the City Council Chambers at 3625 Central Avenue, Lake Station, Indiana. Unless specified otherwise, meetings are convened at 7:30 p.m., local time, on the fourth Wednesday of each month. Applicants must notify the Clerk-Treasurer's Office at least ten (14) days in advance of a Plan Commission meeting to be placed on the agenda.

B. REQUIRED INFORMATION & DOCUMENTS: (please print clearly or type)

1. Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Legal owner(s) & address (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

CITY OF LAKE STATION  
PLAN COMMISSION

Trustee, address, and trust number (if subject property held in trust):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

2. Subject property street address: \_\_\_\_\_

3. Current zoning classification of subject property: \_\_\_\_\_

4. Total size of the development in acres or square feet: \_\_\_\_\_

Impervious Surface (sq.ft.) \_\_\_\_\_ Landscaping Area (sq.ft.) \_\_\_\_\_

Vehicle Use & Driveway Area (sq.ft.) \_\_\_\_\_

Building Area (sq.ft.) \_\_\_\_\_ Building Area Ground Floor (sq.ft.) \_\_\_\_\_

Basement Area, if any (sq.ft.) \_\_\_\_\_

Number of Buildings \_\_\_\_\_ Building Height \_\_\_\_\_ Number of Stores \_\_\_\_\_

5. Attach current (certified within 60 days of application date) improvement location survey of subject property prepared by licensed Indiana surveyor, clearly indicating existing improvements, easements, rights-of-way, sidewalks, streets, alleys, fences, structures and other relevant information, as well as complete legal description.

6. Sewer: City connection [ ] Septic [ ]  
Water: City connection [ ] Well [ ]

7. Attach proposed site plan with all exhibits and attachments, as required by the Ordinance(s). (see attached site plan checklist).

8. File original and eleven (11) copies of completed application with exhibits and attachments.

9. A \$25.00 Site Plan Review Fee is required at time of application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (if different)

=====

\*\*\*TO BE COMPLETED BY CITY\*\*\*

Fee Paid (\$25.00) \_\_\_\_\_

\_\_\_\_\_  
City Official/Employee receiving application

\_\_\_\_\_  
Date

Application Review Meeting Date: \_\_\_\_\_

Submit with site plan application.

### **Lake Station Site Plan Checklist**

The following checklist should be used by the developer to insure that required developments as specified by ordinances are provided for and shown on the site plan prints. This checklist is not comprehensive and is only intended to be used as a general guideline. There may be further specific items or issues that may be relevant to your site plan, and it is recommended that the petitioner obtain a copy of the City of Lake Station Ordinance Regulations and review the specific ordinance regulations relative to the proposed development for other details.

The Engineer, Architect, Planner, and/or designer retained to develop the Site Plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein.

#### **Site Plan**

A site plan for any Commercial / Mixed Use, Industrial or Special Exception Use.

- ☐ 1) Submit eleven (11) copies of plans drawn to a scale sufficient to show the required details. The preferred scale is one (1) inch equals twenty (20) feet.
- ☐ 2) North arrow.
- ☐ 3) Address of the site.
- ☐ 4) Scale (not more than 1"=100').
- ☐ 5) The actual shape, size and dimensions of the *lot*.
- ☐ 6) Vicinity map showing property boundaries in relation to the closest streets and major streets in the area. Note, a traffic study may be required if requested by the Plan Commission at the Applicant's expense.
- ☐ 7) Names, center-lines and *right-of-way* widths of all *streets, alleys, thoroughfares, public ways, water ways, or railroad right-of-ways* abutting or within the *lot*.
- ☐ 8) The location and dimensions of all *buildings, structures, improvements or signs* currently existing on the *lot*.
- ☐ 9) Show proposed internal circulation including new and existing access points to streets and turning radii.
- ☐ 10) Show parking area layout, including dimensions of the spaces, number of handicapped spaces and total parking spaces.
- ☐ 11) The location and dimensions of all proposed *buildings, structures, improvements or signs*, including fences, sheds, paved areas, storage areas, *parking areas* (indicate if parking is hard surfaced). Cross-hatch or shade lightly all proposed *buildings*.
- ☐ 12) Show existing and proposed easements, their purposes and their widths.
- ☐ 13) Location of any proposed or existing *driveway* and its width at the property line. (Any connection to an *alley* must also be indicated).



- ☐ 14) Location of all existing and proposed *freestanding signs* on the site. See Sign Plans, below, for requirements regarding proposed signs.
- ☐ 15) The distance from *lot lines* for all existing and proposed *buildings, structures, improvements or signs*. (This distance is measured as a line from the point where the *building, structure, improvement or sign* is closest to the property line. This measurement is taken perpendicular to the property line.) Also include setback dimensions & distances between structures.
- ☐ 16) *Structures* proposed for demolition should be indicated as such.
- ☐ 17) The height of the existing and proposed *buildings, structures or improvements*.
- ☐ 18) The number of *dwelling units* (if applicable) of existing and proposed *buildings or structures*.
- ☐ 19) The current and proposed *use* to be made of all *buildings, structures, improvements* or lands within the *lot* (e.g. *parking area, loading area, residence, office, outdoor storage*).
- ☐ 20) Existing utility location information regarding all utilities to provide service to the *buildings or structures* on the *lot*, including *hydrant locations, waterlines, sewer, storm lines, street lights*, and if appropriate, *wells and/or septic tanks and drain fields*.
- ☐ 21) The location and dimensions of all *off-street parking areas* and *off-street loading areas* and facilities.
- ☐ 22) The location, size and dimension of all fences, walls or other screening and buffering devices.
- ☐ 23) Show proposed location and type of garbage enclosures.
- ☐ 24) Show where storm water drainage is to go. Single or two family plans may show direction of flow by arrows on site plan. Commercial, Industrial or multifamily will show existing and proposed surface elevations along with calculation for runoff and all applicable requirements of the City of Lake Station Stormwater Management and Sediment Control Ordinance 2008-08.
- ☐ 25) On all development projects, base flood (100 year flood data) shall be shown on the plan. Said base flood data shall be provided by a professional land surveyor or engineers, licensed in the State of Indiana.
- ☐ 26) On all developments greater than one (1) acres in size, shall comply with IDEM Rule 5, 6, & 13 where applicable.
- ☐ 27) Site plans for projects that are located in or adjacent to a flood data district, or in an area determined by the Commission to be flood prone, shall be prepared by a professional land surveyor or an engineer, licensed in the State of Indiana. The plan will show all existing and proposed elevations, finished floor elevations including basements, and the elevation to which the structure will be compliant with the City of Lake Station Ordinance, chapter 10, section 3.

- ☐ 28) Site Data Summary (a text summary in table format describing: square footage of existing and proposed *buildings*; existing, proposed and required parking; existing, proposed and required loading; proposed and permitted *maximum building height*; accommodation of drainage, sanitary sewer, water and other utility services; legal description; lighting; and landscaping).
- ☐ 29) The seal, name, address, and telephone number of the registered professional engineer or architect responsible for the site plan.

### **Building Elevations.**

- ☐ 1) Address of the site.
- ☐ 2) Proposed name of the development.
- ☐ 3) Scale.
- ☐ 4) Elevations for each facade of the *building*.
- ☐ 5) Specification or sample of the type and color of *building* materials to be used for all wall, window, roof and other architectural features.

### **Sign Plan.**

- ☐ 1) Address of the site.
- ☐ 2) Proposed name of the development.
- ☐ 3) Scale.
- ☐ 4) (*Freestanding Signs*) A site plan indicating the location of any existing or proposed *freestanding signs*.
- ☐ 5) (*Wall Signs*) A site plan indicating the location of any *building* upon which a *sign* is to be mounted, with the location of the *signs* indicated.
- ☐ 6) Elevation of proposed *signs* including size, materials and color.
- ☐ 7) Illumination details for proposed *signs*.
- ☐ 8) Placement, size, color and illumination details for any proposed *wall sign*.

### **Landscape Plan.**

- ☐ 1) Address of the site.
- ☐ 2) Proposed name of the development.
- ☐ 3) Scale (not more than 1"=100').
- ☐ 4) The location of any existing or proposed *freestanding signs*.
- ☐ 5) Outline of all existing or proposed *buildings* or *structures*, including *parking areas* and *loading areas*.
- ☐ 6) Boundary lines of the site.
- ☐ 7) Location of all floodway and floodway fringe areas within the boundaries of the site.
- ☐ 8) All existing elevations and proposed land contour lines having at least two (2) foot intervals.
- ☐ 9) Proposed *sidewalk*, *walkway* or alternate plan for pedestrian ways.
- ☐ 10) Size, species and spacing (on center) of all proposed trees, landscaping and ground cover.
- ☐ 11) Location of existing trees in required *yards* and required *residential bufferyards*, indicating type and size of trees and whether such trees are to be removed or preserved.
- ☐ 12) Description of methods to preserve trees without injury and with sufficient area for the root system to sustain the tree.
- ☐ 13) Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction or increased depth of the soil in the root system area prior to and during groundwork and construction.
- ☐ 14) Show existing and proposed contour lines at two (2) [preferably one (1)] foot intervals: include special areas such as wetlands, streams, lakes, etc.

### Lighting Plan.

- ☐ 1) Address of the site.
- ☐ 2) Proposed name of the development.
- ☐ 3) Scale (not more than 1"=100').
- ☐ 4) Proposed name of the development.
- ☐ 5) Boundary lines of the site including all dimensions of the site.
- ☐ 6) Outline of *buildings, structures* and other *improvements* (e.g., *parking areas, loading areas, interior access drives*, etc.) on the *lot* and the location of all *outdoor light fixtures*.
- ☐ 7) A description of the *outdoor light fixtures*, including but not limited to manufacturers or electric utility catalog specifications sheets, drawings or photometric report, which indicate:
  - a. the outdoor light fixture classification (e.g., cutoff, semi-cutoff, full cutoff, or non-cutoff);
  - b. mounting height of freestanding *outdoor light fixtures*; and,
  - c. wattage proposed for each *outdoor light fixture*.
- ☐ 8) If architectural *building* lighting is proposed, indicate the location, type and intensity of lighting on each *building* facade.

Attach a copy of the site plan application & forward to the City of Lake Station Engineer for Review. . . . two weeks prior to the scheduled Plan Commission meeting.

City of Lake Station Engineer

Glen Campbell, PE  
c/o Structurepoint, Inc.  
2809 Highway Avenue, Suite B  
Highland, IN 46322

TEL (219) 923-9240  
FAX (219) 923-9241  
CELL (219) 508-8645

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Engineer